Colorado

Project Request Form

Request #: _____

Request taken by _____

Date _____

Requestor _____

Title _____

Department _____   **EGE Present?** _____

Division _____

Project Name

Project Type	Read	Read/Write	E-commerce	Website

Application short description:

Requested timeline
(When do you need this project completed? Is there a mandated date? If there is a legislative requirement, please include the statute information.)

Department's Portal Project Priority:

1	2	3	4	5
Behind all existing projects	_____	_____	_____	Above all other projects

Department resources available?

(Please score as though we were able to work with you today.)

1	**2**	**3**	**4**	**5**

Availability
Pending

Available
Immediately

How to self assess:

Consider these, and other important factors:

- Personnel - Do you have the required number of persons and time available to dedicate to the project?

- Systems - Are changes necessary: is additional hardware, software required.

Examples:

- The agency planned for the project during their budget cycle and allotted both program and technical staff to the project in their work plan - this would rank 5

- Access to program staff is abundant and the project is a high priority for them, however, access to technical staff is very limited - this would rank 3

- Program staff is not available and staff augmentation with contractors is necessary to complete the project – this would rank 1

Please note:

Colorado.gov will attempt to work within your time frame, but due to the nature of the project development queue, desired timelines can not be guaranteed. Please note any concerns you may have about outlying resource availability.

Application detailed description

Department back end description

Perceived department/customer benefit

Security concerns

Status: Date:

Notes: